

Common Classification Terminology

Affirm – A nature of action which indicates that the duties of a position continue to be encompassed by the existing job concept. Affirmation does not support reallocation to another job title.

Allocation – The determination of the job to which a position in the classified service can be assigned.

Allocation Criteria – A set of standards developed to assist in the correct allocation of positions within a job series; used to assist in interpreting job specifications to ensure correct allocation of positions.

Appeal for Reallocation – A request for a change in the allocation of an existing position wherein either the duties and responsibilities have undergone a change or an existing allocation is to be reevaluated.

Employee Appeal – initiated by the employee occupying the position.

Agency Appeal – initiated by the Appointing Authority or his designee.

5.3 Appeal – an appeal to the Director of Civil Service; after a desk audit is conducted by his designee, the Director's decision shall be final for a period of one year.

Appointing Authority – The agency, department, board, or commission and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

Career Field – Any one of a job series or group of positions considered to have a close occupational relationship and categorized as such by the Department of Civil Service. A career field shall include a job series, or series of jobs that were created to provide a natural progression.

Delegated Classification Authority – Process by which agencies are authorized to allocate their own positions. Includes formal training classes and contract agreement.

Desk Audit (Interview) – Performed to document details about the duties and responsibilities of a particular position, achieved by interviewing the incumbent, immediate supervisor, and occasionally others in related jobs.

Duty – A set of related tasks that are performed for the same general purpose.

Job - A group of positions that involve major duties that are very similar.

Job Code – A number assigned to each job title in the classified pay plan.

Job Correction – A change in the allocation of a position as a result of revisions to a job specification and/or the allocation criteria for a job specification. Generally, occupied positions are job corrected when an employee's duties have experienced little change for a minimum of two years preceding the action. Job Correction allows a change in a position's job code without the incumbent needing to meet the minimum qualifications or testing requirements.

Job Specification – A summary of the most important features of a job including the general nature of the work performed, specific task responsibilities, and employee characteristics (including skills) required to perform the job. A job specification focuses on the job itself and not any specific individual who might fill the job.

Job Study – A formal process designed to a) define the title, function, level, examples of work and minimum qualifications required for a job and b) determine the relative value of a job compared to other jobs using the La. Job Evaluation System. These are two components of one process.

Levels of Work – Distinctions made between the level of duties assigned specific jobs.

Trainee/Entry – Job emphasis is on learning, not doing, involving classroom and/or "on-the-job" training. Use of this term implies reallocation of an employee's allocation to the journeyman level upon successful completion of training.

Basic – This level indicates that assigned work is of less complexity and scope than the journeyman level. Positions can remain allocated to this level.

Journeyman (Full-Performance) – This is the most typical and predominant level of a job series. Positions at this level are assigned the full range and diversity of work.

Advanced Journeyman (Advanced Performance) – This level must be contrasted with the journeyman level. Work performed or quasi-supervisory assignments exceed those of the level below. Generally, 10-30% of non-supervisory positions are considered advanced. Often, this level is referred to as a lead worker or assistant supervisor.

Quasi-supervisory – A position or group of positions fails to meet the required first line supervisory elements.

Non-typical/Controversial/Complex – Certain technical subject matters are universally accepted as being more complex and valuable than others.

Housekeeping – Emphasis is placed on support duties associated with assisting multiple units of an organization structure. In addition to typical journeyman duties, a position is assigned diverse quality control, training, and policy work.

Official Job Title – Official title assigned to a position by the Department of Civil Service located on Uniform Pay Plan.

Organizational ID – A numerical code that defines the department, agency and/or other subunit of where a position is located. The Org ID is tied to the State Financial System for budget purposes.

Position – A set of duties requiring the services of one employee.

Position Description – Also known as a SF-3; a document which describes the job related duties of a discrete position.

Reallocation - A change in the allocation of a position from one job to another wherein the duties of the position have undergone a change.

Training Series - A "built-in" underfill; a temporary downgrade of an allocated position to a job one level lower within the same class series or normal line of progression (or other designated title), for recruiting and training purposes.

Uniform Pay Plan – A pay plan wherein the pay structure and administrative rules are uniformly applicable to all agencies for positions of the Classified Service.